Officers of Administration Council
Meeting Minutes
Wednesday, July 11, 2007
1:30–2:30 p.m. 109 Friendly

Members present: Ceci LaFayette, Kathy Cannon, Cynthea McIntosh and Kat Kordon
Members excused: Shelley Elliott and Rachele Raia

Other present: John Crosiar

Agenda

1) ANNOUNCEMENTS
   a. Review past minutes–May
   b. Deleted Chris Loschiavo from members present. Deleted note under Business, Safety issues “[There was discussion about the service split and resulting staffing during holidays].” Minutes approved with deletions.

2) BUSINESS
   a. Distribution of duties
      i. Shelley Elliott and Cynthea McIntosh–Coordinate brown bag activities
      ii. Ceci Lafayette–OA Council Co-chair
      iii. Kat Kordon–Meeting minutes
      iv. Vacant–OA Council Co-chair, to be discussed at August meeting with full committee
      v. Vacant–Web-page coordinator
   b. Ice cream social, July 17
      i. Non-dairy requests. Ceci will verify if catering can accommodate.
      ii. EMU providing set up of tables, chairs, tents, etc.
      iii. Other: Name tags, event signs, and gift certificate for musical performer Mayr Makenna. Ceci will purchase a $25 gift certificate from the UO Bookstore.
   c. OA Orientation, September 19
      i. Need to determine time and place for presentation to new OAs.
      ii. Review last year’s information packet and determine when the information packet needs to be ready.
      iii. Kat will follow up with Pam Palanuk on both items.
   d. OA Annual Meeting, October 30
      i. 9:30–10:45 a.m. Annual meeting and guest speakers
      ii. 11:00 a.m.–12:30 p.m. Years of service presentation
      iii. Dave Frohnmayer has been confirmed to attend and speak at the OA annual meeting from 9:30 to 10:45 a.m. Kathy Cooks will be organizing the years of service portion of the program from 11:00 a.m. to 12:30 p.m.
iv. OAC is responsible for the overall organization of the meeting. Need to discuss what guest speakers to invite and identify topics of interest.

e. **Budget–Pend for August agenda**
   i. Need to discuss budget options such as professional development speakers. Suggested topics include: time management, consensus building, and strategic planning.

f. **Professional development speakers–preliminary discussion**
   i. Recommendation was made to coordinate speakers with Human Resources and consider longer or alternative meeting intervals outside the lunch hour.
   ii. Recommendation was made to survey if there is interest in repeating any brown bags that were missed and to pre-publish brown bag dates.

3) **MISCELLANEOUS**
   a. Ceci shared a memorandum that was distributed to her dean regarding timely notice provisions for OAs. Ceci is going to contact Linda King regarding representation from the OA Council on a committee designated to review the policy that was referenced in the memo.

4) **FUTURE DATES TO REMEMBER**
   a. **OA Council meeting: August 8, 109 Friendly**
   b. **OA Orientation, September 19**
   c. **OA Annual Meeting, October 30**